



# NATIONAL FLOOD INSURANCE PROGRAM

## FEMA MAP COORDINATION CONTRACTOR

**(Requester Name and Address)**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

IN REPLY REFER TO

Case No.: \_\_\_\_\_  
Community: \_\_\_\_\_  
Community No.: \_\_\_\_\_  
216-DF(1)[REF]

Re: **(Property Description)**

Dear \_\_\_\_\_:

This in reference to your letter dated **(Date of Requester Letter)**, requesting that the Federal Emergency Management Agency (FEMA) issue a [Conditional] Letter of Map Revision Based on Fill for the property referenced above in accordance with Part 65 of the National Flood Insurance Program (NFIP) regulations.

### [USE FOLLOWING PARAGRAPH IF NO FEE WAS SUBMITTED]

To minimize the financial burden on NFIP policyholders while maintaining the NFIP as self sustaining, FEMA has established flat review and processing fees for reviews of proposed projects and requests for modifications to published flood maps. For a request of this type, the fee is [\$300/\$400/\$700/\$800]. Payment of this fee must be made in the form of a check or money order, made payable in U.S. funds to the National Flood Insurance Program, or credit card payment. For identification purposes, the case number referenced above must be included on the check or money order. Please forward your payment of **[Amount Required]** to one of the following addresses:

Using U.S. Postal Service:  
Federal Emergency Management Agency  
Fee-Charge System Administrator  
P.O. Box 3173  
Merrifield, VA 22116-3173

Using Overnight Service:  
Fee-Charge System Administrator  
c/o Dewberry & Davis, METS Division  
8401 Arlington Boulevard  
Fairfax, VA 22031

*(MCC Address, Telephone Number, and Fax Number)*

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**(MCC Company Name)**, under contract with the FEDERAL EMERGENCY MANAGEMENT AGENCY, is a  
Map Coordination Contractor for the National Flood Insurance Program

**[USE FOLLOWING PARAGRAPH IF AN INSUFFICIENT FEE WAS SUBMITTED]**

To minimize the financial burden on NFIP policyholders while maintaining the NFIP as self sustaining, FEMA has established flat review and processing fees for reviews of proposed projects and requests for revisions to published flood maps. For a request of this type, the fee is [\$300/\$400/\$700/\$800]. The amount you submitted, **\$(Amount Submitted)**, is not sufficient. The balance, **\$(Balance Required)**, must be submitted before we can continue processing your request. Payment of this fee must be made in the form of a check or money order, made payable in U.S. funds to the National Flood Insurance Program, or a credit card payment. For identification purposes, the case number referenced above must be included on the check or money order. Please forward your payment of **[Amount Required]** to one of the following addresses:

Using U.S. Postal Service:  
Federal Emergency Management Agency  
Fee-Charge System Administrator  
P.O. Box 3173  
Merrifield, VA 22116-3173

Using Overnight Service:  
Fee-Charge System Administrator  
c/o Dewberry & Davis, METS Division  
8401 Arlington Boulevard  
Fairfax, VA 22031

**[USE FOLLOWING PARAGRAPH FOR REFUND FOR OVERPAYMENT OF FEE MADE BY CASHIER'S CHECK OR MONEY ORDER]**

With your request, you submitted a cashier's check or money order in the amount of **\$(Fee Submitted)** to defray the cost of FEMA's review. The review and processing fee for your request is [\$300/ \$400/ \$700/ \$800]. Therefore, a check in the amount of **\$(Refund)** will be forwarded to you under separate cover within 60 days. Please notify us if you do not receive the check within the specified timeframe.

**[USE FOLLOWING PARAGRAPH FOR REFUND FOR OVERPAYMENT OF FEE MADE BY CHECK]**

With your request, you submitted a check in the amount of **\$(Fee Submitted)** to defray the cost of FEMA's review. The review and processing fee for your request is [\$300/ \$400/ \$700/ \$800]. Therefore, as required by provisions of the Debt Collection Improvement Act of 1996 (Pub. L. 104-134), as implemented by the U.S. Treasury via 31 CFR Part 208, we will refund **\$(Refund)** electronically, using the bank information referenced on your check. Please notify us if this refund has not been posted to your account within 30 days of the date of this letter.

**[USE FOLLOWING PARAGRAPH FOR REFUNDS FOR OVERPAYMENT OF FEE SUBMITTED BY CREDIT CARD]**

With your request, you submitted a credit card payment in the amount of **\$(Fee Submitted)** to defray the cost of FEMA's review. The review and processing fee for your request is [\$300/ \$400/ \$700/ \$800]. Therefore, a refund in the amount of **\$(Refund)** has been credited to your account electronically by the FEMA Fee-Charge System Administrator as of the date of this letter.

**[USE FOLLOWING WHEN SEVERAL ADDITIONAL ITEMS ARE REQUIRED. USE ITEMIZED LIST OR PARAGRAPH FORMAT FOR REQUIRED ITEMS.]**

We have inventoried the information you submitted. Before we can begin a detailed review of your request, we must receive the following items:

1. Copy of the recorded deed (with recordation data and stamp of County Recorder's Office).

2. Copy of the plat map (with recordation data and stamp of County Recorder's Office).
3. Copy of the effective NFIP map panel on which the property location has been accurately plotted (certified by a registered professional engineer or licensed land surveyor).
4. Copy of street map showing the location of the subject property in reference to at least two major road intersections. The road intersections should also be shown on the NFIP map for the subject property.
5. A metes and bounds description for the portion of the property at or above the Base (1-percent-annual-chance) Flood Elevation. The description should include distances and bearings tied to an identifiable starting and ending point, and must be certified by a registered professional engineer or licensed land surveyor. If possible, please submit a copy of the description as a digital file (Word format preferred).
6. A map or site survey showing the metes and bounds area. The distances and bearings should be shown on the map and should match those of the description. The map must be certified by a registered professional engineer or licensed land surveyor.
7. Copy of a tax assessor's map or other suitable map showing the surveyed location of the property.
8. Map showing the locations of all structures, existing and proposed, for the property (certified by a registered professional engineer or licensed land surveyor).
9. Topographic map showing the pre-development and post-development topography for the property (certified by a registered professional engineer or licensed land surveyor).
10. Completed Elevation Information form (copy enclosed) giving the lowest property elevation for the subject property (certified by a registered professional engineer or licensed land surveyor).
11. Completed Elevation Information form (copy enclosed) giving the lowest adjacent grade elevation for all structures, existing and proposed, on the subject property (certified by a registered professional engineer or licensed land surveyor).
12. Completed Elevation Information form (copy enclosed) giving the lowest floor elevation (including basement or crawl space) for all structures, existing and proposed, on the subject property (certified by a registered professional engineer or licensed land surveyor).
13. Completed Elevation Certificate (copy enclosed).
14. Completed Summary of Elevations-Individual Lot Breakdown form (copy enclosed).
15. A Base Flood Elevation (BFE) for the property referenced above. A BFE has not been established by FEMA for the flooding source affecting the property described above. Possible sources for obtaining a BFE for the property may be the local district of the U.S. Army Corps of Engineers or your [State/Commonwealth] Department of Natural Resources, Department of Transportation, or Department of Environmental Quality. If a BFE is not available from one of the sources mentioned above, then a site-specific engineering analysis should be conducted by a registered professional engineer or licensed land surveyor to determine the BFE for the property. The information used to determine the BFE must be forwarded to us for review to confirm the results of the analysis. Additional information regarding BFEs is available in the FEMA publication *entitled Managing Floodplain Development in Approximate Zone A Areas*, and can

be obtained by calling 1-800-480-2520.

16. Because fill has been placed in the Special Flood Hazard Area for the flooding source affecting the property referenced above, [State/Commonwealth] review and comment regarding the effects of the fill is required. Please contact the [State/Commonwealth] Department of Environmental Quality or Department of Natural Resources and obtain [State/Commonwealth] approval of the placement of fill on the property
17. Completed Information form (copy enclosed).
18. Completed Community Acknowledgement of Requests Involving Fill form (copy enclosed).
19. Completed Certification of Fill Placement form (copy enclosed).
20. A map showing topographic data of your property and the immediate surrounding area, and the locations of all existing structures on the property (certified by a registered professional engineer or licensed land surveyor) to demonstrate that the criteria below have been met. The copy of the NFIP map that you submitted with your property plotted on it indicates that the property is located in a Special Flood Hazard Area designated Zone AO (Depth 1). For the structure on the property to be removed from the Zone AO, the elevation of the lowest adjacent grade to the structure (the lowest ground touching the structure) must be above the highest surrounding grade by an amount equal to or greater than the depth shown on the NFIP map. In addition, adequate drainage paths are required to guide floodwaters around and away from the structure; the structure should be on an elevated pad within the Zone AO area.

**(Cite Other Items as Required)**

All required items [except the required review and processing fee] and all questions concerning your request are to be directed to us at the address shown at the bottom of the first page. If the required items are not submitted within 90 days of the date of this letter, any subsequent submittal will be treated as an original submittal and will be subject to all submittal/payment procedures. Unless otherwise directed by you in writing, we will keep the submitted items in our files.

When you write to us about your request, please include the case number referenced above in your letter. If you have any questions regarding FEMA policy or the NFIP in general, please call the FEMA Map Assistance Center, toll free, at 1-877-FEMA MAP (1-877-336-2627).

Sincerely,

*MCC Contact's Digitized Signature*

**(MCC Contact's Name)**

**(MCC Contact's Title)**

[Enclosure/Enclosures]

bcc: MT-TS-HS Chron MT-TS-HS  
FCSA  
MCC Case File